



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
**Office of Grant Procurement, Coordination and Management**  
406 E. 2nd Street, First Floor | Carson City, Nevada 89701  
Phone: (775) 684-0145 | [www.grant.nv.gov](http://www.grant.nv.gov) | Fax: (775) 684-0156

**Grant Matching Fund Program (GMFP)**  
**Review Opportunity**

**Eligibility Criteria**

We are seeking:

- grant professionals, grant experts, grant writers, or grant staff who have been in the grant industry for two (2) years or have demonstrated grant experience
- a diverse pool of Review Team Members
- individuals who can allocate availability on at least a monthly basis
- unbiased, critical thinkers who can independently assess and articulate the strengths and weaknesses of an application compared to the review criteria

**Duties**

Duties to include:

- conducting reviews on pre-qualified applications which contain 15 short answer questions
- scoring the applications using established review criteria and a points-based scoring matrix
- submitting all completed evaluation forms to the GMF Program Manager
- indicating any conflicts of interest

**Term**

The term:

- begins January 2020 and continues through December 2020.

**Time Requirements**

The required time:

- is estimated to be up to two (2) hours per application review
- varies on a monthly basis due to reviewer availability and volume of applications received

**Benefits**

- Excellent professional development opportunity
- Serve and support additional grant funding coming into Nevada
- Provide valuable know-how for future grant applications

**INTERESTED IN BEING A REVIEW TEAM MEMBER?**

- Submit your interest to the Grant Matching Fund Program at [grantmatching@admin.nv.gov](mailto:grantmatching@admin.nv.gov)
- Please include your name, title, organization, industry, address, phone number, email address and grant qualifications so that we may follow up in mid-December.